Fingerprint Cards, Certification and Release(s)

Last Updated April 3, 2007
To prevent future clearance applications from being returned as unacceptable, DSS recommends that Fingerprint Cards (if applicable) be sent to OPM only after the investigation request status in JPAS reflects "release PSI." The FSO may confirm OPM has received the investigation request by checking the SII, which will show a "received" status. The Fingerprint Cards, if required, must be received by OPM within 30 days of receipt of the electronic questionnaire for investigation processing (e-QIP) request. A few helpful hints are provided for processing Certification, Release(s) and Fingerprint Cards.

Certification and Release(s)
1. Recommend that when submitting a release, the FSO ensure the submitted release was generated by the e-QIP system. Failure to use the appropriate form will result in OPM being unable to match the release to the investigation request, as codes are contained on the forms to permit matching the items.

2. Certification and Release forms may be scanned and attached to the investigation request in JPAS. This is the acceptable means to provide handwritten comments to indicate the request is for periodic reinvestigation and no fingerprint cards are required. DSS recommends annotating this on the Certification form and not on the Release.

When the fax method is selected to attach Release forms, do not send a cover page or fingerprint cards. No hand written comments or markings are acceptable on these forms, other than the required signature(s) and date(s). The Releases and Certification should be sent to 1-866-804-0686.

Fingerprint Cards for Periodic Reinvestigation Requests
In accordance with ISL 2006-02, it is no longer necessary to submit Fingerprint Cards for any type of Periodic Reinvestigation unless specifically requested to do so. When the request is for a NACLC and the previous investigation was based upon NAC, ENAC, or NACI, Fingerprint Cards are required.

Annotate the code found on the e-QIP (in pencil) on the Fingerprint Cards under the section entitled "Miscellaneous No. MNU", to ensure the Fingerprint Card is able to be matched to the investigation request.

OPM Mailing Address and Fax Number
For a listing of the current OPM mailing address and fax number, go to the JPAS home page, under FAQs select General FAQs, and select e-QIP, item 5.